



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Court Caseflow Manager

**FLSA:** E

**SERVICE:** Judicial

**REVISED:** 6/1/05

**Summary:** Under general supervision, performs work of considerable difficulty directing and managing court calendaring/case flow management activities.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates and maintains court calendar for the Superior Court.
- Monitors the timely processing of civil and criminal cases throughout the court system.
- Monitors compliance with relevant statutes, rules and policies.
- Coordinates with judges, attorneys, administrators, and related agencies.
- Recommends and implements changes in rules, policies, and procedures as appropriate.
- Develops and maintains statistical data used to analyze case load.
- Prepares and maintains complex reports and records.
- Acts as liaison with the Clerk's office to ensure uniform docket entries and to improve the overall quality and accuracy of court records and case management procedures.

### Knowledge and Skills:

- Knowledge of laws, rules and policies relating to case flow management.
- Knowledge of principles and practices of criminal justice administration.
- Knowledge of court organizations, functions and services.
- Knowledge of automated case flow management and calendaring applications.
- Knowledge of governmental budgeting and personnel administration.
- Knowledge of research methods and statistical analysis.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of legal terminology and English grammar.
- Skill in analyzing complex data and recommending appropriate systemic improvements.
- Skill in the use of automated office management systems, including word processing and spreadsheet software.
- Skill in addressing public gatherings and professional groups.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Minimum Qualifications:

High School Diploma or GED; AND five years professional experience in the courts, including supervisory experience.